

♦

DATE: November 14, 1990

TO: District Engineers
District Field Engineers
District Construction Engineers
District Office Engineers
District Office Managers
Resident/Project Engineers

FROM: Gary D. Taylor
Engineer of Construction

SUBJECT: CONSTRUCTION INSTRUCTIONAL MEMO. 1990-16 RANDOM
FORMS 1104 AND 1151, ON-THE-JOB TRAINING PROGRAM

Please be advised that we have revised form 1104, Trainee Assignment Distribution and form 1151, Report of Individual Trainee, On-The-Job Training Program, for your use. Each District stockroom has been furnished revised forms. Resident/Project Engineers are requested to inform the local government engineers and contractors at the pre-construction meeting regarding the availability of these revised forms.

Please discard all old 1104 and 1151 forms. Thank you for your cooperation in this matter.

Construction Engineer of

GDT: GCT: ajs

cc: S. Cummins	S. Olszewski
D. Vandenberg	H. Rentz (FHWA)
Jesse Brown	V. Bridges
C. Mi da	MRBA
Lansing Staff Engineers	Lansing Staff Technicians

Index Subject: EE0/OJT Program